

CITY OF EL PASO, TEXAS
DEPARTMENT HEAD'S SUMMARY REQUEST FOR COUNCIL ACTION (RCA)

DEPARTMENT: El Paso Water Utilities

AGENDA DATE: 07/12/05

CONTACT PERSON/PHONE: El Paso Water Utilities, Fred Loweree, (915) 594-5501

DISTRICT(S) AFFECTED: N/A

SUBJECT:

APPROVE: Personal Services Contract for IT Personnel

BACKGROUND / DISCUSSION:

Renewal of IT Contracts.

PRIOR COUNCIL ACTION:

Has the Council previously considered this item or a closely related one? If so, when?

No

AMOUNT AND SOURCE OF FUNDING:

Already funded for FY/05

Fund Source: 702-730

BOARD / COMMISSION ACTION:

Enter appropriate comments or N/A

*******REQUIRED AUTHORIZATION*******

LEGAL: (if required) _____

FINANCE: (if required) _____

OTHER: _____

(Example: if RCA is initiated by Purchasing, client department should sign also)

Information copy to appropriate Deputy City Manager

APPROVED FOR AGENDA:

CITY MANAGER: _____

DATE: _____

RESOLUTION

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EL PASO:

That the City Manager be authorized to sign a Contract between the **CITY OF EL PASO** and **DAVID WOLKING**, to assist the El Paso Water Utilities as an Applications Support Administrator at an hourly rate of \$26.92 for 40 hours per week. The term of the contract shall be for the period of July 20, 2005 through July 19, 2006.

APPROVED this _____ day of July, 2005.

THE CITY OF EL PASO

John F. Cook
Mayor

ATTEST:

Richarda Duffy Momsen
City Clerk

APPROVED AS TO FORM:

Robert D. Andron
General Counsel, EPWU

STATE OF TEXAS)
)
COUNTY OF EL PASO)

PERSONAL SERVICES CONTRACT

This contract entered into by and between the **CITY OF EL PASO**, a home rule municipal corporation hereinafter referred to as "City," and **DAVID WOLKING**, hereinafter referred to as "Employee," witnesseth:

WHEREAS, the City, on behalf of the El Paso Water Utilities, desires to employ the Employee as an Applications Support Administrator; and,

WHEREAS, Employee possesses the skills to render said employment to the City.

NOW, THEREFORE, the parties hereto mutually agree as follows:

1. SCOPE OF SERVICES. Employee shall perform the services found in Attachment A, attached and made a part hereof, under the terms and conditions hereinafter stated, and the Employee hereby accepts and agrees to perform such services for the El Paso Water Utilities, in El Paso, Texas. Contract Employee agrees to adhere to all relevant rules and policies of the El Paso Water Utilities.

2. TIME OF PERFORMANCE. The services of Employee are to commence on or about July 20, 2005 and be completed by July 19, 2006.

3. COMPENSATION AND METHOD OF PAYMENT. Employee shall be paid hourly at the rate of Twenty-Six and 92/100 Dollars (\$26.92) for forty (40) hours per week. Employee is classified as an exempt employee under the FSLA and is not eligible for overtime pay. The full time contract employee named in this Agreement shall be eligible for the following benefits:

A. The City's Insurance Plans. The full time contract employee named in this Agreement who is currently enrolled in any of the City's insurance plans shall be eligible to continue to participate in and receive the benefits of those Plans in the same manner as similarly situated full time regular City employees. If Employee is not

currently enrolled in any insurance plan, he shall be entitled to enroll in accordance with the provisions of those Plans as they may be amended from time to time.

B. The City's Pension Plan, in accordance with the provisions of the Plan. Election to participate in the City's Pension Plan must be made at the time of signing of this contract.

C. All paid holidays authorized by the El Paso City Council.

D. Accrual of vacation and sick leave in accordance with City of El Paso Civil Service Rules and Procedures. Employee shall be entitled to begin work as a contract employee with the total sick leave and annual vacation time he or she has accrued with the City as a beginning balance as of the date of this Agreement. Seniority for future accrual of vacation leave will be based on number of years of continuous City service immediately prior to the signing of this Agreement.

E. Deferred Compensation Plan in the same manner as similarly situated full time regular City employees.

F. Civil and Military leave in accordance with City of El Paso Civil Service Rules and Procedures.

G. Tuition Assistance Program under the terms of the City of El Paso's Policies/Procedures.

The City will provide no other fringe benefits. Employee agrees that at no time will he make a claim against the City for more than the rate provided under the terms of this contract.

4. AMENDMENT OF AGREEMENT. This Agreement may not be modified or amended except by an instrument in writing signed by the parties hereto or pursuant to any City Ordinance authorizing contract amendments.

5. LOCATION OF PERFORMANCE. The place where such services are to be

performed is in the El Paso Water Utilities, City and County of El Paso, State of Texas, or such other places as may be directed by the City in order to fulfill the terms of this Contract.

6. LAW GOVERNING CONTRACT. For purposes of determining the place of the Contract and the law governing the same, it is agreed that the Contract is entered into in the City and County of El Paso, State of Texas, and shall be governed by the laws of the State of Texas. Venue shall be in the courts of El Paso County, Texas.

7. COMPLETE AGREEMENT. This agreement constitutes and expresses the entire agreement between the parties hereto in reference to the personal services of the Employee for the City, and in reference to any of the matters or things herein provided for, or hereinbefore discussed or mentioned in reference to such services, all promises, representations and understanding relative thereto herein being merged.

8. TERMINATION. Either party may terminate this contract without cause after ten (10) days written notice to the other party of the intention to terminate this contract, or at any time by mutual agreement of the parties. Should the City have cause to terminate this agreement or if Contract Employee is in breach of this contract, the contract may be terminated immediately upon written notification to the Contract Employee of the cause for termination. As a member of the unclassified services for the City, Employee is subject to removal from his or her position pursuant to Section 6.2-3 of the Charter. Employee acknowledges that Employee has no right of appeal with respect to termination of his or her employment.

9. MISCELLANEOUS. The City shall provide such office space for Employee as is necessary, in the sole determination of the City, for Employee to carry out his duties under this Contract.

10. NOTICE. Any notices required under this contract shall be sufficient if sent by Certified Mail, Return Receipt Requested, postage prepaid, to the City or the Employee

at the following addresses:

CITY: City of El Paso
El Paso Water Utilities Department
Attn: General Manager
1154 Hawkins Boulevard
El Paso, Texas 79925

EMPLOYEE: David Wolking

IN WITNESS WHEREOF the parties have executed this agreement at El Paso,
Texas this _____ day of July, 2005.

CITY OF EL PASO, TEXAS:

EMPLOYEE:

Joyce A. Wilson
City Manager

Name: David Wolking
SSN:

Approved as to Content:

Approved as to Form:

Edmund G. Archuleta
EPWU General Manager

Robert D. Andron
General Counsel, EPWU

ATTACHMENT A SCOPE OF DUTIES STATEMENT

APPLICATIONS SUPPORT ADMINISTRATOR (EPWU CONTRACT POSITION)

Summary

Under direction, supervise and control overall system analysis and design of major automated systems and coordinate maintenance and development of computer systems and programs to ensure user needs are met.

Typical Duties

Plan, organize, direct and review systems analysis and design tasks directly or through subordinates. Involves: developing new or modifying existing computer systems and programs; investigating new application areas for potential computerization; determining materials, personnel, equipment and procedures required for system development; conducting or coordinating studies of work flow, methods and procedures, and other aspects of user processing problems or requests; reviewing estimates of cost and resource requirements.

Coordinate development and maintenance of computer systems and programs with users and staff to ensure computing needs being met. Involves: meeting with users to investigate and define processing requests; working closely with network and database administrators to resolve operational problems; working closely with operations staff to develop or modify plans for production methods; developing and presenting programs to management and users in system capabilities and requirements and to justify proposed computer systems, including effect on all users, impact on resources, anticipated costs and benefits; preparing system documentation.

Lead programming/analyst staff in the development and maintenance of computer systems and programs. Involves: providing technical direction and guidance, as required; checking program specification and logic design; coordinating system testing and implementation; troubleshooting existing applications; suggesting modifications as appropriate.

Supervise assigned subordinates. Involves: scheduling, assigning, instructing in, guiding checking and evaluating work; arranging for or engaging in employee training and development; enforcing personnel rules and regulations, standards of conduct, work attendance, and safe work practices; counseling, motivating and maintaining harmonious working relationships among subordinates; recommending staffing and employee status changes; interviewing applicants.

Perform related professional and managerial duties as required. Involves: substituting for supervisor during absences if delegated to maintain continuity of services and operations and similarly substituting for subordinates.

Monday, June 13, 2005

Objective: Continued employment at the El Paso Water Utilities as Applications Support Administrator under contract for personal services.

El Paso Water Utilities (February 1995 to present)

- Applications Support Administrator (06/22/1998 to Present)
 - Assistance is being provided to user sections and to management for the planning of software purchases and the allocation of present software maintenance costs for all software known to the IT section.
 - A records management disaster recovery plan has been devised and recommended for implementation.
 - Records Management Project Management and Planning
 - Part of this job involves the oversight of the supervision of four scan technicians and one Information Systems Supervisor.
 - Procedures have been developed to track the application of temporary employee time by section for document preparation.
 - Development and implementation of Access database to effectively track the present status and disposition of any box of records ever checked in at the EPWU Records Processing Center. The same system tracks the location and disposition of any roll of microfilm ever checked in at the EPWU-RPC.
 - Coordination of the development of Access databases for Land Administration and Human Resources for the purpose of tracking files within each respective section
 - RADIX meter reading system custodian for recovery.
 - Hansen system implementations.
 - Plant asset modules implementation project (FMT conversion).
 - Water distribution asset Maintenance modules implementation project
 - CMMS for Sewer Collection systems
 - Y2K Project coordinator – KPMG, internal departments, public, Chamber of Commerce
 - IVR system – Frank Solutions, dispatch, customer service
 - Aspen selection for LIMS
 - FMT field support (No longer needed due to conversion to Hansen).
 - Training courses in Windows, pc troubleshooting, Y2K project management, Project Management, Records Management
- Programmer Analyst (02/20/1995 to 06/21/1998)
 - MUPS selection and conversion – S&S
 - Datamatic to Radix, selection and conversion
 - Operations manager
 - FHRMS – support role
 - Billing System programming support

David P. Wolking

Monday, June 13, 2005

Providence Memorial Hospital (June 1981 to March 1995)

- Senior Programmer/Analyst
 - IS Department
 - AD hoc reporting for Medical Records and Accounts Receivable
 - Education Department
 - MeetingPro training management software, selection and implementation
 - CPR training – Basic Life Support Instructor
 - Developed Training materials for all types of users for the TDS patient care system in 1992. 1600 employees were trained in the Winter quarter of 1992. An average of 20 employees were trained from 1992 through 1994. System is still in use today.
 - IS Department
 - Programming maintenance, support and development
 - Business Systems - Medical Records, Accounts Receivable, General Ledger, Accounts Payable, Time-and-Attendance, Human Resources, Payroll and Patient Billing systems for the hospital and affiliated physicians.
 - Hardware used - NCR8600, IBM 3090.

TRES Systems, Inc. (October 1980 to June 1981)

- Programmer (Consultant) - I worked on customer billing routines on IBM mainframes at the Public Service Board of New Mexico in Albuquerque and at Dallas Power and Light.

Raytheon Service Company (March 1978 to October 1980)

- Software Engineer - I developed and maintained programs for Inventory Control on an IBM mainframe.

Educational Computer Corporation (September 1974 to March 1978)

- Systems and Software Engineer - I collected data, designed the appearance of the simulators and programmed normal and abnormal systems operations for armament, electrical, hydraulic and communications systems on fixed-wing and rotary-wing jet aircraft for the purpose of training maintenance personnel. The programming was accomplished entirely in Boolean code.

David P. Wolking

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Applications, Languages and Systems

Mainframe:		
COBOL	CICS	TranPro
TSO/ISPF	VSE/ICCF	ALC
Topics	OLFB	SQL
PC & Network:		
MeetingPro	R&R Report Writer	Crystal Reports
FoxPro	Multi-Media	DOS
Windows (3.1, 95, 98, NT, 2000, ME, XP)	Novell Netware – Local area administrator	Mac: MacIntosh LC 520

Education

Bachelor of Science in Computer Science from University of Central Florida.

Professional Affiliations

ARMA International (Association of Records Managers and Administrators) – The association for Information Management Professionals: From June 01, 2001 to present.
PMI (Project Management Institute) – An organization for Project management professionals: From June 01, 2001 to present.